



United States Bankruptcy Court District of Kansas

Position Vacancy Announcement - 06-W-1

Position: Administrative Assistant to Clerk/Special Projects Coordinator
Location: Wichita, Kansas
Salary Range: CL 26 (\$37,825- \$61,521*)
Issue Date: September 25, 2006
Closing Date: October 6, 2006

Introduction

This position is located in the Clerk's Office of the U. S. Bankruptcy Court, in Wichita, Kansas. The U.S. Bankruptcy Court has three divisional offices: Wichita, Topeka, and Kansas City, each of which consists of a deputy-in-charge and operational support staff. Wichita also serves as the Court's headquarters office, where the Clerk, Chief Deputy Clerk, and administrative staff are located. There are four full-time United States Bankruptcy Judges in the district.

Duties and Responsibilities

Duties and responsibilities include but are not limited to: Preparing executive correspondence, legal documents, committee meeting minutes for Clerk. Serving as chief coordinator for special projects (compiling/preparing monthly statistical information; annual preparation of Local Rules of Practice and Procedure; planning/developing ceremonies and events). Receiving, screening, and referring telephone calls and personal visitors for staff in administrative office, and maintaining master calendar of events. Assisting the Human Resources Manager by serving as timekeeper for the district staff in all three divisions (reconciling leave balances each pay period; maintaining and monitoring leave records for various leave programs); preparing personnel paperwork and, in absence of Human Resources Manager, answering general personnel-related questions and performing administrative personnel duties. Serving as back-up to Financial and Property and Procurement Specialists. Serving as travel coordinator to Clerk, administrative, and automation staff, and liaison to judges' chambers and all other court support units.

Qualifications

Minimum:

The candidate must be a high school graduate or equivalent and have at least five years of progressively responsible clerical experience. The candidate must possess excellent oral and written communication, organizational and computer skills (Word Perfect, Excel, Lotus Notes, Windows XP), and perform a wide variety of personal assignments of a confidential nature. The candidate must possess a broad working knowledge of computer hardware and software systems. The candidate must also function well in a team environment, be detail oriented, and have the ability to work well under pressure, work independently, and learn regulations and procedures.

Preferred:

Completion of a bachelor's degree from an accredited college or university in such fields as human resources, business, or public administration. At least two years of progressively responsible working experience in a law firm or court-related environment. Knowledgeable in human resources, accounting, and procurement practices and procedures.

**Starting salary commensurate with work experience, previous federal government service, and prior pay history.*

Information to Applicants

Although not included in the federal government's Civil Service classification, employees of the United States Courts are entitled to similar benefits as other federal employees. Benefits include:

- 13 days of paid vacation for the first three years of employment; 20 days per year after three years; and 26 days per year after fifteen years
- 13 days of paid sick leave
- 10 paid holidays per year
- Participation in the Federal Employees Retirement System
- Participation in the Thrift Savings Plan (tax-deferred retirement savings plan)
- Participation in the federal health insurance program of your choice
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program
- Participation in a long-term insurance program
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.
- Parking is provided at no cost to the employee

This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. No funding is available for travel for interviews or relocation. The applicant must be a United States citizen or eligible to work in the United States. The successful applicant for the position is subject to a fingerprint check.

Application Procedure

All applicants must submit a detailed resume. In addition to the resume, an **A.O. 78, "Application for Judicial Branch Federal Employment"** must also be submitted, which may be obtained from the U.S. Bankruptcy Court web site at www.ksb.uscourts. A written request for the A.O. 78 may also be sent to the address below, or through a fax request to H. R. Manager - Fax # 316/269-6181. **Please reference PVA 06-W-1 and state your mailing address.** Send the resume and A.O. 78 to:

**Human Resources Manager
U.S. Bankruptcy Court
401 N. Market, Rm. 180
Wichita, Kansas 67202**

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER